

REVENUE DEPARTMENT



JOB ANNOUNCEMENT

		POSTING DATE Ongoing	
		CLOSING DATE Ongoing	
ANNOUNCEMENT NUMBER 994			
JOB TITLE/JOB CODE NUMBER Tax Specialist 2 41403		PAYGRADE 014	SALARY RANGE (MONTHLY) \$2,622.84 - \$4,589.34
DIVISION Compliance		POSITION #'s	
UNIT NAME/LOCATION			
THIS ANNOUNCEMENT IS OPEN TO:			
<p>A. <input type="checkbox"/> CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.</p> <p>B. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.</p> <p>C. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET MINIMUM QUALIFICATIONS FOR THE POSITION OR WHO HAVE RECEIVED A SCORE OF AT LEAST 70 ON THE APPLICABLE MERIT SYSTEM TEST.</p> <p>D. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.</p> <p>E. <input type="checkbox"/> EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.</p> <p>F. <input type="checkbox"/> PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site http://thejobsite.org/</p> <p>G. <input checked="" type="checkbox"/> ALL QUALIFIED APPLICANTS.</p>			
SUBMIT <u>TWO</u> COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.			
Applications should be submitted to: Georgia Department of Revenue Human Resources Office, Suite 2225 1800 Century Center Blvd., NE Atlanta, Georgia 30345-3205			
If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD).			
GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION			
Under general supervision, coordinates, plans, and performs audits of moderate difficulty in one of the following tax audit or reporting areas: corporate, sales and use, partnership, individual, fiduciary, motor fuel, or unclaimed property reports. Communicates with taxpayers and business representatives. Conducts research activities and evaluates various taxpayer accounting systems. Participates in training and development activities. Prepares/maintains a variety of reports and documents. Interstate and intra-state travel required as needed or assigned.			
MINIMUM TRAINING AND EXPERIENCE			
Completion of a Bachelors degree or equivalent in Business Administration or a related field from an accredited four year college or university that included two introductory and two intermediate level accounting courses (one course in business law may be substituted for one of the accounting courses) AND one year of experience auditing in the public or private sector OR Six (6) months of experience as a Tax Specialist 1 or Tax Field Agent 4 OR three years of experience as a Revenue Agent 2, six months of which were assigned to a full time auditing program OR Completions of a Bachelors Degree or equivalent in Business Administration or related field from an accredited four year college or university that included two introductory and two intermediate level accounting courses AND a Masters Degree or equivalent in Business Administration or a professional CPA designation.			
PREFERRED QUALIFICATIONS-IF DESIRED			
COMMENTS/SPECIAL INSTRUCTIONS			
Must have taken and passed the Tax Specialist 1 test in the Merit System. Tests are given every first and third Tuesday at 8:30 AM in Atlanta, in the Georgia Merit System Testing Center (Room 404 West Tower, Floyd Building). You should take a current photo ID and either a completed State of Georgia Application for Employment or your Job Site UserID to the testing session. The applications are available from the web site at: www.gms.state.ga.us/jobinfo/stgaapps.htm or by calling (404) 657-1164.			

The Human Resources Office will notify all applicants of selection or non-selection.